16. Early CAS

16.1 Summary

In an attempt to minimize acquisition problems, Defense Contract Management Command (DCMC) supports Early Contract Administration Services (CAS) involvement. Two of the four Early CAS screens developed for this Metrics application are for entering information at the time the support effort begins. The other two Early CAS screens are for entering information when the support ends.

When the Early CAS screen 1 opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Early CAS function are discussed below.

Open

If you want to find an existing record to view or edit, select Open by clicking on Open in the drop-down list of File options or on the Open icon. When you select Open, the Search Window shown in Figure 16.1 pops up on your monitor. This window allows you to enter in your search criteria. You may enter Buying Activity, or the name of another (non-listed) buying activity, or Sys/Cmdty/Svc or any combination of these. Click on **OK** when you have entered the information for the search.

Figure 16.1 Early CAS Search Pop-Up Window

After you click **OK**, the application searches for records which match your search criteria with three possible results.

- If only one record matches you search criteria, it will automatically be displayed (opened) on the screen.

- If more than one record matches your search criteria, a Search Results window pops up on your monitor. If this window appears, find the record you want, select it, and then click on **OK** to display (open) it.
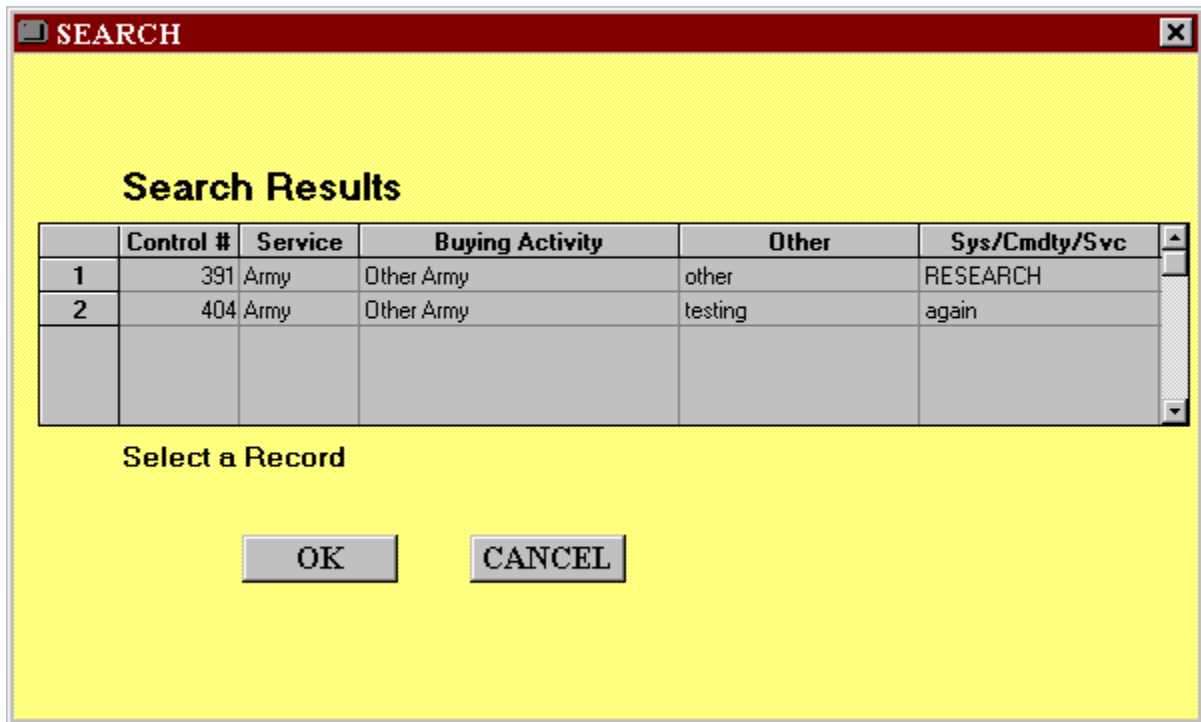

Figure 16.2 Search Results Pop-Up Window

- If no records are found, a message window pops up on your monitor to inform you that "No data met your search criteria." Click on **OK** to make this window disappear.
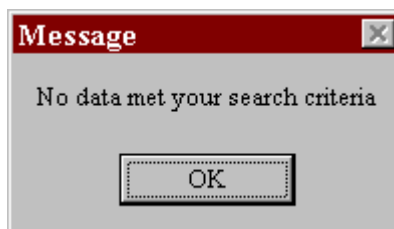

Figure 16.3 No Data...Pop-Up Message

New

If you want to add a new record, select New by clicking on New in the drop-down list of File options or on the New icon. Then begin entering your information.

16.2 Early CAS Screen 1

This screen contains fourteen (14) data elements related to support initiation. These data elements are divided into three (3) sections: CAO Information, Customer Information and Support Information as shown in Figure 16.4.

Figure 16.4 Early CAS Screen 1
Note: Numbers in data boxes indicate corresponding section numbers.

16.2.1 Fields for Early CAS Screen 1

<u>**CAO Information Section**</u>

16.2.1.1 CAO Code

This is for the 2-character (alpha) MOCAS code which identifies the Contract Administration Office (CAO). It is protected and automatically populated based on the Username entered during the log-in procedure.

16.2.1.2 CAO Name

This is for the Contract Administration Office (CAO) name (up to 30 alphanumeric characters). It is protected and automatically populated with the name associated with the CAO Code (16.2.1.1).

16.2.1.3 District

This is for the MOCAS code (up to 5 alpha characters) which identifies the Defense Contract Management Command (DCMC) District. It is protected and automatically populated based on the Username entered during the log-in procedure.

16.2.1.4 CAO's Team With

Select all organizations involved with the Contract Administration Office in the project. Use the scrolling arrows as needed. When you select an organization, the application highlights it. Click on all applicable organizations. If you select an incorrect organization (the wrong one is highlighted), you can get rid of the highlight (deselect the organization) by double clicking on it.

Customer Info Section

16.2.1.5 Service/Agency

Select one of the following from this drop-down list of customers: Army, Navy, Air Force, Marine Corps, Defense Advanced Research Projects Agency (DARPA), TRICARE, DLA, FEDCAS or Other DoD. This is a required data element.

16.2.1.6 Buying Activity

Select the name of the buying activity from this drop-down list. The list is available only if you selected Army, Navy, Air Force or DLA as the Service/Agency (16.2.1.5).

16.2.1.7 Other

If you selected a Buying Activity (16.2.1.6) listed as "Other" (e.g.; Other Army or Other Navy) or selected FedCAS or Other DoD as the Service/Agency (16.2.1.5), you must identify the "Other" buying activity (up to 30 alphanumeric characters) in this data box.

16.2.1.8 Pgm Office

Enter the name (up to 36 alphanumeric characters) of the program office. It is a required field. If the program office name is not available, you can enter NA (not N/A).

Support Info Section

16.2.1.9 Control No.

This protected data box is automatically populated with a sequential number (up to 8 positions) which uniquely identifies a record.

16.2.1.10 Sys/Cmdty/Svc Being Procured

Type in an identifier or short name (up to 24 alphanumeric characters) for the system, commodity or service being procured. This is a required data element.

16.2.1.11 Sys/Cmdty/Svc Description

Type in a brief description (up to 50 alphanumeric characters) of the system, commodity or service being procured. This is a required data element.

16.2.1.12 Acquisition Phase

Select one of the following from this drop-down list to indicate the current phase of the acquisition process: Concept Exploration, Eng. & Manufact. Develop., Pgm Defn & Risk Reduction or Prod. Deploy. & Oper. Support. This is a required data element.

16.2.1.13 ACAT Level

Select one of the following from this drop-down list of Acquisition Category (ACAT) levels: ACAT I, ACAT IA, ACAT II, ACAT III or N/A. This is a required data element.

16.2.1.14 Support Start Date

Enter the date on which the support starts. This is a required data element.

16.3 Early CAS Screen 2

Screen 2 (Figure 16.5) is a continuation of Early CAS screen 1 (Data to be Entered upon Initiation of Support). It is for information about the type of support to be provided. What you select in the first column determines what you can (or can't) select in the middle column, and what you select in the middle column determines what you can (or can't) select in the third column.

Figure 16.5 Early CAS Screen 2
Note: Numbers in data boxes indicate corresponding section numbers.

16.3.1 Fields for Early CAS Screen 2

Type of Support Section

There are five choices for the Type of Support provided: Acquisition Strategy and Planning, RFP Development or Contract Structuring, Source Selection, Sole Source PreAward Teaming and Other. Select all applicable types of support.

16.3.1.1 Acquisition Strategy and Planning

Select this box if the type of support includes acquisition strategy and planning. If you select this box, you may also select Acquisition Plan/SAMP Review, Participation in Formal Planning/Strategy Meeting for Specific Acquisition (16.3.1.6) and/or Other (16.3.1.8) in the top part of the middle column.

16.3.1.2 RFP Development or Contract Structuring

Select this box if the type of support is RFP Development or Contract Structuring. No additional information is needed on this screen for RFP Development or Contract Structuring support.

16.3.1.3 Source Selection

Select this box if the type of support is Source Selection. If you select this box, you may also select any of the following: Past Performance/Performance Risk Assessment (16.3.1.8), Technical Evaluation (16.3.1.10), Cost Evaluation (16.3.1.11), Mgmt/Business Evaluation (16.3.1.12) or Other (16.3.1.13) in the center part of the middle column.

16.3.1.4 Sole Source PreAward Teaming

Select this box if the type of support is Sole Source PreAward Teaming. If you select this box, you may also select one of the following: IPT Pricing (16.3.1.13), Alpha Acquisition/Contract (16.3.1.15) or Other (16.3.1.16) in the bottom part of the middle column.

16.3.1.5 Other

Select this box if none of the other listed types of support apply. If you select this box, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other." No additional information is needed on this screen for "Other" types of support.

Subsequent Choices

16.3.1.6 Acquisition Plan/SAMP Review

Select this circle if the type of support is Acquisition Strategy and Planning (16.3.1.1) and includes acquisition planning and/or SAMP reviews. No additional information is needed on this screen for Acquisition Strategy and Planning support information.

16.3.1.7 Participation in Formal Planning/Strategy Meeting For Specific Acquisition

Select this circle if the type of support is Acquisition Strategy and Planning (16.3.1.1) and includes participation in formal planning and/or strategy meeting(s). No additional information is needed on this screen for Acquisition Strategy and Planning support information.

16.3.1.8 Other

Select this circle if the type of support is Acquisition Strategy and Planning (16.3.1.1) and did not include participation in a formal planning or strategy meeting or Acquisition Plan/SAMP

Review. If you select this circle, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other." No additional information is needed on this screen for Acquisition Strategy and Planning support information.

16.3.1.9 Past Performance/Performance Risk Assessment

Select this circle if the type of support is Source Selection (16.3.1.3) and includes an evaluation of the contractor's past performance or performance risk. If you select this circle, you may also select any of the following: Software Development (16.3.1.16), Hardware Development (16.3.1.18), Manufact./Production (16.3.1.19), Quality (16.3.1.20), Subcontract Mgmt. (16.3.1.21), Overhead Mgmt. (16.3.1.22) or Other (16.3.1.23) in the column on the right side of screen 2.

16.3.1.10 Technical Evaluation

Select this circle if the type of support is Source Selection (16.3.1.3) and includes a technical evaluation. If you select this circle, you may also select one of the following: Software (16.3.1.23), Hardware (16.3.1.25) or Other on the bottom of the column on the right side of screen 2.

16.3.1.11 Cost Evaluation

Select this circle if the type of support is Source Selection (16.3.1.3) and includes a cost evaluation. No additional information is needed on this screen for Source Selection information.

16.3.1.12 Mgmt/Business Evaluation

Select this circle if the type of support is Source Selection (16.3.1.3) and includes an evaluation of the management and/or the business. No additional information is needed on this screen for Source Selection information.

16.3.1.13 Other

Select this circle if the type of support is Source Selection (16.3.1.3) and does not include any of the following: Past Performance/Performance Risk Assessment (16.3.1.9), Technical Evaluation (16.3.1.10), Cost Evaluation (16.3.1.11) or Mgmt/Business Evaluation (16.3.1.12). If you select this circle, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other." No additional information is needed on this screen for Source Selection information.

16.3.1.14 IPT Pricing

Select this circle if the type of support is Sole Source PreAward Teaming (16.3.1.4) and includes IPT Pricing. No additional information is needed on this screen for Sole Source PreAward Teaming information.

16.3.1.15 Alpha Acquisition/Contract

Select this circle if the type of support is Sole Source PreAward Teaming (16.3.1.4) and includes alpha acquisition/contract. No additional information is needed on this screen for Sole Source PreAward Teaming information.

16.3.1.16 Other

Select this circle if the type of support is Sole Source PreAward Teaming (16.3.1.4) and does not include IPT Pricing (16.3.1.14) or Alpha Acquisition/Contract (16.3.1.15). If you select this circle, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other." No additional information is needed on this screen for Sole Source PreAward Teaming information.

16.3.1.17 Software Development

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) which includes software development.

16.3.1.18 Hardware Development

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) which includes hardware development.

16.3.1.19 Manufact./Production

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) which includes a manufacturing or production evaluation.

16.3.1.20 Quality

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) which includes a quality evaluation.

16.3.1.21 Subcontract Mgmt.

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) which includes a subcontract management evaluation.

16.3.1.22 Overhead Mgmt.

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8) includes an overhead management evaluation.

16.3.1.23 Other

Select this circle if you selected Past Performance/Performance Risk Assessment (16.3.1.8), and the support does not include any of the following: Software Development (16.3.1.17), Hardware Development (16.3.1.18), Manufact./Production (16.3.1.19), Quality (16.3.1.20), Subcontract Mgmt. (16.3.1.21) or Overhead Mgmt. (16.3.1.22). If you select this circle, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other."

16.3.1.24 Software

Select this circle if you selected Technical Evaluation (16.3.1.10) and the support includes software evaluation.

16.3.1.25 Hardware

Select this circle if you selected Technical Evaluation (16.3.1.10) and the support includes hardware evaluation.

16.3.1.26 Other

Select this circle if you selected Technical Evaluation (16.3.1.10), and the evaluation is for something other than software or hardware. If you select this circle, you must enter a description of the other type of support (up to 30 alphanumeric characters) in the box on the right side of the word "Other."

16.4 Early CAS Screen 3

Screen 3 should be filled in when the support effort has ended. It allows you to enter a summary of the Early CAS process as well as list those who provided support.

Figure 16.6 Early CAS Screen 3
Note: Numbers in data boxes indicate corresponding section numbers.

16.4.1 Fields for Early CAS Screen 3

16.4.1.1 Control No.

This is a sequential number (up to 8 positions) which uniquely identifies the record. It is protected and automatically populated with the control number that was generated on screen 1. (16.2.1.9)

16.4.1.2 Date Support Completed

Enter the date marking the end of the time that support is provided.

16.4.1.3 Summary of Support Provided/Remarks

Type in your summary of the support effort (up to 2,000 alphanumeric characters). This summary can be typed in Word, copied and then pasted to this scrolling text box. (See Appendix B for more information on using Word to cut and paste.) This is a required element if support is complete and you entered a date in the Date Support Completed (16.4.1.2) data box.

Human Resources Section

Enter the following information for each employee (human resource) who provided support for a given record. To begin entering information (with the cursor in the Name data box in Row 1) type in the employee's name, and then press Tab or Enter. The cursor moves to the Phone data box in Row 1. Type in the employee's phone number, and then press Tab or Enter. Type in the employee's DSN, and then press Tab or Enter. The cursor moves to the Series/Grade data box in Row 1. Type in this information, and then press Tab or Enter. The cursor moves to the Special Skills data box in Row 1. Type in the employees special skill, and then press Tab or Enter. The cursor moves to the Name data box in Row 2, ready for you to enter the next name. Repeat this process until you have entered all employees. Use the vertical scroll bar as needed for viewing additional employees (if there are more than three) and the horizontal scroll bar for viewing additional information for each employee.

You can edit information in any data box in this section. (Click on or Tab over to the box which has the information you want to change.) To delete an employee and all information related to that employee (i.e.; all information in a row), click on the **Delete** button to the left of the row of information you want to delete.

16.4.1.4 NAME

Enter the name of the employee (up to 30 alphanumeric characters). If this data box is not visible, you can use the horizontal scroll bar to make it visible. This field is required to close a record (i.e.; when Date Support Completed,16.4.1.2, is filled in).

16.4.1.5 PHONE

Enter the telephone number (10-26 digits) of the employee. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting). If this data box is not visible, you can use the horizontal scroll bar to make it visible. This is a required element for each listed employee.

16.4.1.6 DSN

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the employee. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

16.4.1.7 SERIES/GRADE

Enter the job series or grade (up to 8 alphanumeric characters) of the employee (EAN). If this data box is not visible, you can use the horizontal scroll bar to make it visible. This is a required element for each listed employee.

16.4.1.8 SPECIAL SKILLS

Type in any special skills (up to 24 alphanumeric characters) the employee offered during the support process. If this data box is not visible, you can use the horizontal scroll bar to make it visible. This is a required element for each listed employee.

16.5 Early CAS Screen 4

This screen (Figure 16.7) is for information about the outcome of the support process. The information requested falls into two categories: Contract Information and Major Subcontractor Information.

Figure 16.7 Early CAS Screen 4
Note: Numbers in data boxes indicate corresponding section numbers.

16.5.1 Fields for Early CAS Screen 4

<u>Contract Info Section</u>

16.5.1.1 Contract Awarded?

Select the appropriate circle to indicate whether or not a contract was awarded. This is a required data element if you entered a date in the Date Support Completed data box (16.4.1.2).

16.5.1.2 Contract No.

Enter the contract number (either 13 or 17 alphanumeric characters). This element is required if you selected Yes, a contract was awarded (16.5.1.1).

16.5.1.3 CAGE

Enter the 5-character (alphanumeric) code that identifies a contractor and its location. This is a required data element if contract was awarded (16.5.1.1).

16.5.1.4 Contractor

This box is automatically populated with the contractor's name (up to 30 alphanumeric characters) which corresponds to the Commercial and Government Entity (CAGE) code (16.5.1.3).

16.5.1.5 Contract Amount

Select the range that includes the dollar amount awarded for this contract from this drop-down list. The choices are less than $1M (less than one million dollars), $1M or more (from one million dollars up to ten million dollars), $10M or more (from ten million dollars up to fifty million dollars), $50M or more (from fifty million dollars up to one hundred million dollars), or $100 M or more (one hundred million dollars or more). This element is required if you selected Yes, a contract was awarded (16.5.1.1); otherwise, no selection can be made.

<u>Major Subcontractor Info Section</u>

If known, enter the following information for any associated subcontractors. This information is useful to the Post Award Administration.

16.5.1.6 CAGE

This is for the 5-character (alphanumeric) code which identifies a subcontractor and its location. It is protected and automatically populated based on the Contract No. (16.5.1.2). To add a major subcontractor, click on an empty CAGE data box, type in the CAGE Code, and then press Tab or Enter. CAGE codes are validated.

16.5.1.7 Contractor

This protected data box is automatically populated with the subcontractor's name (up to 30 alphanumeric characters) which corresponds to the Commercial and Government Entity (CAGE) code (16.5.1.6.)